

Maricopa County Community Services Commission

Monday, August 24, 2015 6:00pm

234 N Central Ave. #3000 Phoenix AZ 85004

The Advisory Tri-Partite Board of the Maricopa County Community Action Agency

MEETING MINUTES

MEMBERS PRESENT		
Public Sector	Private Sector	Consumer Representative
Ms. Kathie Farr City of Tolleson	Ms. Bonnie Temme Salt River Project	Mr. Lorenzo Aguirre Private Citizen
Mr. Bryan Kilgore City of Avondale	Ms. Cathy Chiang Arizona Public Service	Ms. Pam DiPietro Foothills Foodbank
Judge Lilia Alvarez Town of Guadalupe	Ms. Amy Schwabenlender Valley of the Sun United Way	
	Ms. Marlena Piña The Salvation Army	
MEMBERS ABSENT		
Public Sector	Private Sector	Consumer Representative
	Ms. Ericka Mendoza Chicanos Por La Causa	
GUESTS AND STAFF PRESENT		
Guests		Staff
Eugenio Munoz-Villafane		Ms. Sandra Mendez, Assistant Director
Sheryl Steele		Ms. Laurie Ontiveros, Program Coordinator
		Ms. Frances Delgado, Direct Services Supervisor

1. **Call to Order**
Chair Amy Schwabenlender called the meeting to order at 6:00p.m.
2. **Roll Call**
Ms. Laurie Ontiveros completed roll call. Nine (9) of the ten (10) seated Commission members were present. A quorum was established.
3. **Pledge of Allegiance**
The pledge was led by Presiding Judge Lilia Alvarez.
4. **CAA Director's Report**
 - Dashboard Indicator Report
Ms. Sandra Mendez provided an overview of the FY2015 Dashboard Indicator (DI) Report, reflecting year end expenditures for FY2015. In addition, Ms. Mendez outlined the current status of the programs and expenditures in the FY2016 (DI) Report.
 - Peoria and Surprise CAP Offices
Ms. Mendez provided an update on the Peoria and Surprise CAP offices. Ms. Mendez shared that the Surprise City Council unanimously approved the establishment of the CAP office to serve the

City of Surprise and the City of El Mirage. Ms. Mendez met with the City of El Mirage, City Management to explain the transition process that will be implemented for the City of Surprise in establishing the CAP office.

The Intergovernmental Agreement (IGA) for the City of Surprise is scheduled to be approved by the Maricopa County Board of Supervisors on September 9, 2015. The target start date for this contract is October 1, 2015. Ms. Mendez indicated that there will be a transition period to assist the City of Surprise with start-up and implementation for the first 60-90 days of the contract. Community Services Division (CSD) staff will continue to provide case management services for this service area during the transition period.

A Request for Quotes (RFQ) has been issued for the service area that includes Peoria, Sun City, Sun City West, Waddell, and Youngtown. Responses are due September 4, 2015. Responses will be evaluated through the month of September. The target start date for this contract is October 1, 2015. Ms. Mendez anticipates a transition timeline that will be similar to the City of Surprise IGA.

Ms. Frances Delgado shared that this RFQ is available on BidSync.gov. Ms. Mendez explained that BidSync is the County's electronic mechanism for bidder to review Request for Proposals/ Quotes and to submit their proposals. This website link will be emailed to the Commission.

- **By-Laws Update**
Ms. Mendez shared the progress of the Bylaw Committee in redeveloping the Commission bylaws. Ms. Mendez anticipates one more Committee meeting in September to finalize the bylaws. The bylaw recommendations will be provided to the Commission for review and acceptance.
- **ADES On-Site Monitoring Schedule**
Ms. Mendez shared that Arizona Department of Economic Security (DES) is expected to conduct an onsite monitoring in January 2016 for the Community Action Program Services contract which is the source for Community Services Block Grant (CSBG) funding. Ms. Mendez indicated that CSD has not been monitored by DES in three years. She explained that DES will assess agencies according the CSBG Organizational Standards, in addition to reviewing case files and visiting CAP offices to ensure contract compliance.

5. **Organizational Standards**

- Ms. Laurie Ontiveros provided training on the CSBG Organizational Standards. Ms. Ontiveros discussed the intent of the CSBG Organizational Standards, the implementation plan as required by Department of Economic Security (DES), and a review of the individual standards relating to the Community Needs Assessment, Strategic Planning, and Board Governance categories.

Ms. Ontiveros shared the current compositions of the Commission. Ms. Ontiveros discussed the current need for low-income sector representation and service area representation. Ms. Ontiveros presented two Commission composition recommendations and discussed the pros/cons for each one.

Action Items

- **Approval of the Meeting Minutes**
The motion to approve the minutes from the June 22, 2015 Commission Meeting was made by Councilwoman Kathie Farr. Councilman Bryan Kilgore seconded the motion. The motion carried unanimously.
- **Approval of Commission Development & Composition Strategy**

Councilwoman Kathie Farr made the motion to approve Commission Composition Recommendation #1: ***Nine (9) members Commission to include three (3) representatives from the Public Official Sector, three (3) representatives from the Private Sector, and three (3) representatives from the Low-Income Sector. Additional seats will be added to the Commission after January 1, 2016.***

Ms. Pam DiPietro seconded the motion, motion carried. Ms. Cathy Chiang and Ms. Bonnie Temme abstained from voting.

- **Removal of Commission Member Lora Reid as the alternate representative of VSUW**
The motion to remove Commission Member Lora Reid as the alternate was made by Ms. DiPietro. Ms. Temme seconded the motion. The motion carried unanimously.
- **Formally accept Jayson Matthews as the alternate representative of VSUW**
The motion to accept Jayson Matthews as the alternate representative of VSUW was made by Ms. Temme. Councilwoman Kathie Farr seconded the motion. The motion carried unanimously.
- **Removal of Commission Member Erika Mendoza, representative of CPLC**
The motion to remove Commission Member Erika Mendoza, representative of CPLC was made by Ms. DiPietro. Mr. Lorenzo Aguirre seconded the motion. The motion carried unanimously.

6. Call to Public

- Sheryl Steele from the Avondale CAP Office shared that Ms. Temme will be at their location next month to speak to their staff and in-house partners.
- Gene Munoz-Villafane from the Scottsdale CAP Office shared the outcomes of their Back to School Program that ended on August 5th. The program averages 350-400 students per year; this year they sponsored 832. The event included a total of 33 partners which was held at the Scottsdale Baseball Stadium and included the delivery of 600+ meals. Mr. Munoz-Villafane also shared that they are a recipient of a tribal gaming grant and encourage other areas to explore this funding opportunity.
- Ms. Chiang shared that the utility companies will host their first all utility summit on October 23rd to include all partners: Arizona Public Services (APS), Salt River Project (SRP), Southwest Gas, Tucson Electric Power, and Uni Source Energy Services. Partners will outreach to all community action agencies and board members for this event. Ms. Temme shared that this event will highlight the innovative partnership between Valley of the Sun United Way, City of Phoenix, and Maricopa County in regards to the Rapid Re-housing Program.
- Councilwoman Kathie Farr shared that she attended the Arizona League of Cities and Towns Convention that was held in Tucson, last week. Councilwoman Kathie Farr acknowledged APS's efforts in partnering with advocates against domestic violence. Home Depot is selling purple light bulb; proceeds will go towards the fight against domestic violence.
- Ms. Pina announced that she will bring flyers at the next Commission meeting for Christmas Angel registration which will begin next October 23rd. The age to receive a Christmas Angel has increased from 12 years of age to 16 years of age.
- Chair Amy Schwabenlender shared information on the next Project Connect Event which will be held on August 27th, from 8am-3pm at the Golden Gate Community Center 1625 N 39th Ave.

7. Adjournment

Chair Amy Schwabenlender adjourned the meeting at 7:34 p.m.

Next Meeting of the Maricopa County Community Services Commission.

Monday, September 28, 2015 at 6:00pm to be held at
234 N. Central Ave. #3000, Phoenix, AZ 85004

HSD Mission Statement:

To provide and coordinate essential support and social services to vulnerable populations to enhance economic, educational, and social opportunities and strengthen communities.